



# PRIVATE EVENT PERMIT GUIDE

**PRIVATE EVENTS**  
(By Invitation Only,  
excluding Wedding Events)

**2016**

City of Duluth - Parks & Recreation Division  
City Hall - Ground Floor • 411 West 1st Street  
Duluth, MN 55802-1198

Private Event Permit Line: 218.730.4320  
kbehling@duluthmn.gov

<http://www.duluthmn.gov/parks/reservations-permits>

## PARKS AVAILABLE FOR PRIVATE EVENTS

Examples of Private Events include:

- **BIRTHDAY PARTIES**
- **CHURCH SERVICES**
- **FAMILY REUNIONS**
- **COMPANY PICNICS**
- **PHOTO SESSIONS**
- **FILMING (small scale filming, only)**

Events related to a wedding (ceremony, rehearsal, wedding photos, picnic reception) require a **WEDDING EVENT PERMIT**. Contact [kbehling@duluthmn.gov](mailto:kbehling@duluthmn.gov).

### **BAYFRONT FESTIVAL PARK BAYFRONT PARK PLAZA BAYFRONT FAMILY CENTER**

700 Railroad Street (S 5th Av W & Railroad St)

**PERMITS OBTAINED DIRECTLY FROM THE DECC**

The Duluth Entertainment Convention Center (DECC) is the current manager of this park. Call 218.722.5573 or email [bayfront@decc.org](mailto:bayfront@decc.org) for park availability, rates, and the permit process.

### **BRIGHTON BEACH**

63rd Av E & Congdon Blvd

Pavilion, gazebo, grills, tables, fire shelter, rocky beach, portable restrooms only, no water or electricity....good for groups up to 100; parking for 50 cars.

### **CHAMBERS GROVE**

137th Av W & Hwy 23

Pavilion with fireplace, gazebo, grills, tables, electricity, restrooms, large open space ....good for large picnics; parking for 25 cars. No reservations taken for 2016 due to flood damage repair. Will resume in 2017.

### **CHESTER BOWL PARK**

1801 E Skyline Pkwy

Stage, tables, playground, ballfield, soccer field, trails, restrooms, water, electricity ....good for outdoor concerts (public special events only), smaller picnics, and weddings. Parking for 80 cars. Call 218.724.9832 or email [chesterbowl@clearwire.net](mailto:chesterbowl@clearwire.net) first to check for availability before calling the Private Event Permit Line.

**THIS BROCHURE IS YOUR MAIN REFERENCE TOOL FOR THE PRIVATE EVENT**

**PERMIT PROCESS:** Keep on hand until the completion of your event. Choose a park that is suitable for your needs.

### **ENGER PARK**

16th Av W & Skyline Pkwy (near Enger Golf Course)

Enger Tower, gazebo overlooking City, grills, tables, gardens, trails, restrooms, water, electricity....for groups up to 100; parking for 60 cars.

### **LEIF ERIKSON PARK**

11th Av E & London Rd (separate from the Rose Garden)

Stage, portable restrooms only (restroom building available nearby in Rose Garden), electricity....good for both outdoor special events and private events, for groups up to 1,500; parking for 50 cars in the Rose Garden lot.

### **LESTER PARK**

61st Av E & Superior St (near Lester Golf Course)

Pavilion, grills, tables, electricity, playground, trails, soccer field, portable restrooms only, no running water. Good for large public special events or private picnics and weddings; parking for 50 cars.

### **LINCOLN PARK**

25th Av W & 3rd St

Pavilion, grills, tables, electricity, portable restrooms, playground, trails, stone stage....good for large public special events or private picnics and weddings; parking for 10 cars. (Does not include skating rink area of park.)

### **PARK POINT BEACH HOUSE**

45th St & Minnesota Av

**PERMITS OBTAINED DIRECTLY FROM THE YMCA**

The Beach House is available for rent for private events, but private events are not allowed out on the beach. Beach area is for sunbathing use only. The YMCA is the current manager of the entire Park Point recreation area. Call Cheryl at 218.722.4745 x164 or email her at [cpodtburg@duluthymca.org](mailto:cpodtburg@duluthymca.org) for park availability, rates, and the permit process. Outdoor space good for large public special events or private picnics and weddings. Parking for 385 cars.



**DULUTH PARKS**

*Fun Places. Great Spaces!*



A private event is one that is "By Invitation Only" to 40 or more people:

- 1) from a club or organization membership, and/or,
- 2) a personal invitation from the permit holder, excluding weddings, which require a different permit. To be held on City of Duluth park land, a Private Event Permit is required. (\*See exception listed below.\*) If your event is held on city streets only, the proper permit is available through the City Clerk's Office at 218.730.5500. If parts of your event are held on both the streets and park land, both permits are required.

To secure the park space, you may wish to get a permit, even for groups under 40 people. Without the permit, you cannot displace other park users from a pavilion, gazebo, stage, or other designated park space that is included with a permit. (Whoever arrives first can occupy their preferred park space.)

Wedding Event Permits: Wedding ceremonies and events related to the wedding, including rehearsals, or a picnic reception, require this specific permit. (These are a form of a private, "By Invitation Only" event.) Call 218.730.4330 or email [kbehling@duluthmn.gov](mailto:kbehling@duluthmn.gov) for more information.

Special Event Permits: Events "Open To The Public" (runs, walks, festivals, concerts, or other community events) require a Special Event Permit. Call 218.730.4306 or email [gwalkowiak@duluthmn.gov](mailto:gwalkowiak@duluthmn.gov) for more information.

\*Private Event Permit Exception\*: If your event is private, but larger in size or containing multiple activities outside a typical private event, or includes activities considered "higher risk", a Special Event Permit is required, which includes a certificate of insurance. (Examples may be a large company picnic with multiple inflatables for children, or a parachute jump into the park as part of your private event, etc.)

## WHAT IS A PRIVATE EVENT?

### PARK CAPACITY

**up to 100:** Brighton Beach, Enger Park

**up to 200:** Chester Park, Lincoln Park

**Any Size:** Bayfront, Chambers Grove, Leif Erikson Park, Lester Park, Park Point

The only events allowed in the Rose Garden are small weddings up to 150 people, using the Wedding Event Permit listed above.

### TIME SLOT

- 10 am to 3 pm
- 4 pm to 9 pm
- 10 am to 9 pm (will be charged for two slots)

**\*\*The majority of parks close at 10 pm\*\***

**NOTE: Reserve enough time needed for set-up and tear-down of your event.** Do not assume you can come early and stay late, as a time slot before or after you may already be reserved. Very important!

### ADDITIONAL CITY OF DULUTH INFO

Contact VISIT DULUTH for more information on additional sites for private events, lodging, or things to do while in Duluth.

1.800.438.5884 or 1.218.722.4011

[www.VisitDuluth.com](http://www.VisitDuluth.com)

Email: [cvb@visitduluth.com](mailto:cvb@visitduluth.com)

### PRIVATE EVENT FEE STRUCTURE

1-150 persons	\$50
151-300 persons	\$90
Over 300 persons	\$115
Canopy Deposit	\$100
Alcohol Consumption Permit	\$50
Permit Transfer Fee	\$25
Late Fee	\$25

**\*\*Fees do not apply to Bayfront Festival Park or the Park Point area. Call contact person on page one at the site of your choosing for more information.\*\***

**Make all checks payable to "City of Duluth".**

*We are sorry, but we currently do not accept credit cards.*

**PERMIT FEES ARE NON-REFUNDABLE AND CANNOT BE TRANSFERRED FROM PERSON TO PERSON.**





## CHECKLIST - Please Read and Follow

\_\_\_\_\_ TENTATIVE RESERVATION: Call 218.730.4320 or email kbehling@duluthmn.gov to check park availability and make tentative reservation. **Call permit line to cancel any reservations made where plans have changed.**

\_\_\_\_\_ APPLICATION SUBMISSION: After reservation has been made, you will receive an application by email to fill out. Complete form, and mail back by deadline date, along with permit fee. Failure to return application and fee by date stated will result in the cancelation of your reservation.

\_\_\_\_\_ ALCOHOL CONSUMPTION PERMITS: See page 4 if serving alcohol at your event.

### PARK RULES

- A permit does not give "exclusive" use of the park; only the picnic shelter or specific area you have requested. The park will still be open to the public. Permit must be in permittee's possession at event to enforce its privileges, including asking individuals to move from the designated reserved space.
- The permit includes use of the shelter or reserved space (i.e. ballfield), and amenities (picnic tables, water, electricity, and grills, where available).
- Reservations are made for specific time periods - the space is not yours until the reservation time begins, so please plan accordingly. If one time period does not allow enough time for set-up, you may need to reserve the entire day, if both time periods are available. Most parks close at 10 PM, unless posted to close at 12 AM. Everyone must be out of the park by closing time.
- The group or person reserving the shelter is held responsible for the safe conduct of all participants attending event.
- The area must be left in an orderly condition when you leave at end of time period; all trash and decorating items must be disposed of properly in existing containers and left clean for the next group using the park. Plants and trees must not be used as supports for games or decorations. To avoid turf damage, chairs must not push into the ground.
- All motorized vehicles must remain in the parking lot and are not allowed on any off-road areas such as park pathways, grass, fields, etc. (see exception below).
- A key is available to allow vehicle entry for unloading of supplies into Lester Park, Leif Erikson Park, or Chambers Grove. A \$20 key deposit is required. Vehicles cannot remain in the park and the post or gate must remain locked during your event.

● **ALCOHOLIC BEVERAGES:** The consumption of alcohol is prohibited by City of Duluth ordinance unless an alcohol consumption permit is included with your reservation. (See page 4 for more information.)

● **FOOD:** You may use existing grills or bring additional grills. Coals, hot water, or cooking oil/grease cannot be dumped on lawns, turf, landscaped areas, catch basins or sewers, and must be disposed of properly. Grease and food waste should be composted or thrown in the garbage. For safety reasons, glass containers are prohibited. (For additional information contact Todd Carlson at tcarlson@duluthmn.gov, 218.591.2343 or 218.730.4051.)

● **ELECTRICITY/WATER:** Most parks are equipped with 110 volt electrical outlets - 220 is not available. Multiple items may cause an overload; please be careful. Water is only available in parks with permanent restrooms.

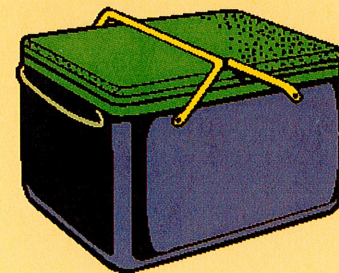
● **CAMPFIRES:** Campfires are allowed only in existing fire pits or fireplaces in the parks. Bringing in your own fire ring is not allowed. Fire must not extend outside of the fire pit and permittee shall burn only wood that is brought into the park for the purpose of a recreation fire - no burning of materials from the park. Fire must be attended to at all times and completely extinguished before leaving, removing all burned and unburned material.

● **RESTROOMS & PORTABLE TOILETS:** When additional toilet facilities are needed beyond what is already available at the park, they will be arranged and paid for by the private event permittee. Consult directly with provider of choice on recommended amounts. All permanent restrooms begin opening in May and will be closed after September 30.

● **TENTS & CANOPIES:** Staked tents are not allowed; only stand-alone 10' x 20' canopies. A \$100 deposit is required.

● **DOGS:** Dogs must be leashed at all times and are not allowed on playground areas.

● **"OFF SEASON" PRIVATE EVENT PERMIT REQUESTS:** Your request for use of a park before Memorial Day or after September 30 will be considered on a case-by-base basis. Water and bathrooms are not available at these times of the year, and a permittee must bring in a portable toilet, at their own expense, if special request is granted.





**All events with alcohol consumption of any sort must have an Alcohol Consumption Permit in addition to the event permit.** Applications must be submitted at least 30 days in advance of event.

Alcohol Consumption Permit Fee for Outdoor Event: \$ 50  
Alcohol Consumption Permit Fee for Indoor Event: \$100

**ALCOHOL CONSUMPTION POLICIES**  
for  
**SPECIAL EVENT PERMITS**  
**PRIVATE EVENT PERMITS**  
**WEDDING EVENT PERMITS**

**IF APPLYING FOR AN ALCOHOL CONSUMPTION PERMIT, THE FOLLOWING THREE FORMS MUST ALL BE SUBMITTED TOGETHER TO DETERMINE SECURITY NEEDS:**

- Private Event Permit Application (sent via email following initial reservation - see page 3)
- Alcohol Consumption Permit Screening Form
- Extra Duty Police Services Application

**“OPEN TO THE PUBLIC” EVENTS**  
**(Special Event Permits)**

**Sale of Alcohol** - A restaurant with a caterer's permit that provides both food and alcohol is required. A copy of the contract must be submitted.

Some clubs, charitable organizations, religious organizations and other non-profit organizations in existence for at least three years may receive a temporary on-sale liquor license. Contact the City Clerk's office at 218.730.5500. Start this process at least 30-45 days in advance of your event. A copy of the license from the City Clerk must be submitted to Parks and Recreation before the final special event and alcohol consumption permits will be issued. More information is available at <http://www.duluthmn.gov/licenses-permits>.

**“PRIVATE EVENTS” - NOT OPEN TO THE PUBLIC**  
**(Wedding Event Permits and Private Event Permits)**

**Alcohol at No Charge** - Alcohol has to be obtained by the private party and brought in, or alternately provided by a restaurant with a caterer's permit that provides both food and alcohol. A copy of the contract must be submitted.

**Sale of Alcohol** - A restaurant with a caterer's permit that provides both food and alcohol is required and a copy of the contract must be submitted.

**SECURITY REQUIREMENTS FOR ALCOHOL CONSUMPTION**

Pending review of this application by the Duluth Police Department Licensing Agent, a licensed peace officer(s) employed by the City of Duluth, or a private security firm, may be required to be present at all times alcohol is consumed. You will be instructed by the police department directly.

**SECURITY REQUIREMENTS** are determined by Officer Cha Vang. Direct questions, once your three required forms listed above are submitted, to either 218.730.5687 or [cvang@duluth.mn.gov](mailto:cvang@duluth.mn.gov).

- **ALCOHOL CONSUMPTION IN A PARK BUILDING** is restricted to indoors only. Alcohol consumption outdoors in a park is restricted to within 50 feet of the existing shelter (pavilion or gazebo) or designated area, if a shelter does not exist in the park of your choice.

**No alcohol consumption permit will be issued without security requirements first approved by the Duluth Police Department.**

*Sections of these policies are enforceable by City Ordinances and State Statutes:*  
Duluth City Code: Chapter 8 Article I Sec. 35-8, 9 ● MN State Statute: 340A101, 340A.414



# ALCOHOL CONSUMPTION PERMIT SCREENING FORM

DO NOT COMPLETE FORM UNLESS SERVING ALCOHOL AT YOUR EVENT

Name of event alcohol will be served at: \_\_\_\_\_

Contact Person Name & Phone Number \_\_\_\_\_

Event Date: \_\_\_\_\_ Beginning and Ending Time of Event: \_\_\_\_\_

Applicant is a: \_\_\_\_\_ Private Party \_\_\_\_\_ Non-Profit Organization \_\_\_\_\_ Business, Company, or Club

Applicant's full legal name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Legal Name of Corporation (if applicable): \_\_\_\_\_

Current State Filing # \_\_\_\_\_ (This can be found at <http://www.sos.state.mn.us>)

Number expected in attendance: \_\_\_\_\_ Attendees under 21? \_\_\_\_\_ Yes \_\_\_\_\_ No

Type of alcohol to be consumed: \_\_\_\_\_

Arrangement for serving alcohol: \_\_\_\_\_ Alcohol at no charge \_\_\_\_\_ Sale of alcohol

Alcoholic beverages will be provided/served by:

\_\_\_\_\_ licensed caterer \_\_\_\_\_ private party \_\_\_\_\_ BYOB (Bring Your Own Bottle)

Name and Phone Number of Licensed Caterer \_\_\_\_\_

- ☐ This screening form must be submitted at least 30 days prior to the event with permit application
- ☐ Submit "Extra Duty Police Services Application"
- ☐ This application will be submitted to the City of Duluth Police Department for review and approval
- ☐ Additional permit or license from City Clerk's office may be required
- ☐ Licensed peace officer(s) employed by the City of Duluth or a private security firm may be required

## FOR OFFICE USE ONLY:

Date alcohol consumption forms sent to Officer Cha Vang (Duluth Police Department) \_\_\_\_\_

Type of Security Required, as per Officer Vang: Duluth Police \_\_\_\_\_ Private Security \_\_\_\_\_ No Security \_\_\_\_\_

"Alcohol Consumption Permit" date of completion \_\_\_\_\_.

Processed by: \_\_\_\_\_ KB \_\_\_\_\_ TLC \_\_\_\_\_ GHW

NOTES:



# EXTRA DUTY POLICE SERVICES APPLICATION

## PARKS & RECREATION VERSION

**DO NOT COMPLETE FORM UNLESS SERVING ALCOHOL AT YOUR EVENT**  
**Parks & Recreation will submit all forms needed for alcohol consumption**  
**directly to the Duluth Police Department.**



Name of Business/Organization/Event \_\_\_\_\_

Date(s) of Service \_\_\_\_\_ Hours \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person \_\_\_\_\_ Position \_\_\_\_\_

Contact Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone \_\_\_\_\_ Billing Phone \_\_\_\_\_

Billing Name \_\_\_\_\_

Billing Address (if different from contact address) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Federal ID# or Social Security # \_\_\_\_\_

**Notice to Applicants:** The officers are at all times subject to the policies of the City of Duluth, the laws and Constitution of the United States and the State of Minnesota, and the rules and regulations governing employees of the Duluth Police Department (DPD). An applicant has no authority over police personnel and is restricted to providing only a general assignment of duties to be performed by the officer. Those assignments never supersede DPD policy or procedures and the Applicant is hereby so advised. Extra duty officers remain under the exclusive control of the City and are accountable for strict adherence to its rules and regulations. Any conflicting rules of the Applicant will be determined by the Department. Officers may be recalled from extra duty to on duty status.

This application is for law enforcement work only and does not exempt Applicants from obtaining other necessary permits for events. The City of Duluth Police Department is NOT obligated to provide extra duty services. The City reserves its right to deny an application for extraduty officers.

DPD officers are not permitted to receive cash from Applicant for any reason.

I have read and understand the Extra Duty Application:

Applicant \_\_\_\_\_ Date \_\_\_\_\_

**YOU WILL BE CONTACTED BY THE POLICE DEPARTMENT ONLY IF AN OFFICER IS UNAVAILABLE FOR HIRE. Otherwise, if you have submitted this form and been instructed by police that an officer must be hired, know that an officer will be present at the time requested.** The City Treasurer's Office will send out an invoice 1-2 weeks into the month following the event. If you have questions, contact the Extra-Duty Coordinator at [jhansen@duluthmn.gov](mailto:jhansen@duluthmn.gov).

### TO BE COMPLETED BY DULUTH POLICE DEPARTMENT ONLY:

Number of Officers \_\_\_\_\_ Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_